

MEMORANDUM FOR:

CH.

STAT

As we discussed, I'm
returning this memo because
its recommendations have been
overtaken by events. You may
want to have it recasted
as an info memo.

STAT

Date

19 April 84

84-1617

84-396

11 April 1984

DD/A Registry
84-1133

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH: Executive Director
Deputy Director for Administration
Comptroller

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Part-Time Employees

25X1

1. There do not seem to be any simple answers to personnel questions. This tries to address your question about increased use of part-timers.

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2. First some background data:

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-- As of 30 March 1984, there were part-time and intermittent employees as follows (you should forgive the labels):

Clerical

Professional

Technical

Wage

TOTAL

25X1

A professional/technical breakdown, by directorate and by office, is attached.

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2. As you know, part-timers do not count against position ceiling; their number is financially controlled through the FTE process. I made informal inquiries with some of the Office Directors (e.g., ODP and OL). They are using part-timers as aggressively as the financial ceiling will allow. I suspect this is generally true throughout the Agency.

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DCI
EXEC
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P-100

SUBJECT: Part-Time Employees [redacted]

3. Our year-end projections on Agency strength suggest we will have about [redacted] FTE available at the end of the fiscal year. This assumes we reach staff ceiling of [redacted]. The [redacted] FTE would allow for a substantial increase in part-timers if we could transfer some of the full-time permanent/full-time equivalent (FTP/FTE) to temporary/part-time (T/PT) personnel. This seemed like a good solution until I learned that the DDCI, your good self, directed that FTP/FTE could not be used for T/PT personnel and the Deputy Directors should limit use of T/PT personnel to the FTE budgeted for this purpose. That judgment applied for FY-83. I suggest it may not be appropriate for FY-84.

4. Recommendation: There is an 18 April Comptroller meeting. I suggest that at that meeting the Comptroller be authorized to state:

- a. Your FY-83 FTP/FTE for T/PT rule not be extended to FY-84, and;
- b. The Deputy Directors be encouraged to hire part-timers at a rate you determine is appropriate. [redacted]

5. I realize that the Agency has other financial uses for such savings as may be generated by underachievement of the FTE ceiling. How that savings may best be applied is, of course, beyond my scope and a subject for discussion between you and the Comptroller. [redacted]

[redacted]
Robert W. Magee

Attachment

SUBJECT: Part-Time Employees

CONC

Comp

Deputy Director for Administration

Executive Director

APPROVED:

Deputy Director of Central Intelligence

Date

Date

Date

Date

- * The Deputies have recently identified [] in unfunded requirements for the balance of this fiscal year. Therefore, if we are going to encourage increased use of part-time employees, they should be permitted for only high priority needs and have a finite limit placed on the numbers that can be hired. It should also be made clear that the increased use of part-time employees being authorized is a near-term expedient, and should not be expected to continue in FY 1985, except to the extent that the increased use is budgeted in FY 1985. Otherwise, we may create a situation that limits our ability to bring on full-time employees next year, if our current recruitment efforts are successful.

S E C R E T

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